

EXECUTIVE

S U M M A R Y

“An Affirmative Action Plan sets forth results-oriented programs to which employers commit their good faith efforts to attain and maintain equal employment opportunity. The requirements for Affirmative Action Plans are contained in the Federal Executive Order 11246 and in Affirmative Action Guidelines issued by the U.S. Departments of Labor and Justice. These guidelines are consistent with the aforementioned documents and outline the responsibilities of agencies and institutions of higher education to ensure equal employment opportunity and affirmative action.” - Department of Personnel, January 2001

The 2007 - 2009 DSHS Affirmative Action Plan (Plan) analyzes DSHS' workforce to determine the composition of individuals who are categorized as “affected” according to state and federal law. An affirmative action plan is required of DSHS because it receives funds from state and federal government sources that by law must ensure equal employment opportunities are provided. The Plan is approved by Washington State's Dept. of Personnel and Governor's Affirmative Action Policy Committee, and by the U.S. Dept. of Justice. The Plan is updated with results from outreach efforts every two years.

The premise of the Plan is to determine the number of affected group members currently employed in each administration, and to identify the availability of those group members in Washington's labor force as potential candidates for hire.

The Plan sorted DSHS' 477+ job titles into 30 job groups to identify affected group members. Affected group members are defined as Women, African Americans/Black, Asians & Pacific Islanders, Hispanics, Native Americans/Indians, Vietnam-era Veterans, Disabled Veterans, Persons with a Disability and over 40 yrs old.

The Plan is based on a snapshot of the workforce as of February 2007, and is compared against the same types of job titles listed in the 2000 Washington State Detailed Occupational Categories by Race/Ethnicity and Sex Census report. The Census report lists the number of persons working in each County by race, ethnicity and sex and categorized by job titles. The comparison between this Census data and DSHS workforce composition measures the number of persons within each affected group to determine what percentage

was employed as of January 2007 (in DSHS), and what percentage is listed on the Census as employed under the same job title or in the same job group. Job titles are matched or compared by weighing the same duties, skills, qualifications, education requirement, and salary range.

To determine whether an affected group was underutilized within a job group, the percentage of persons holding the same or similar job according to the 2000 Washington State Census must exceed the percentage currently employed by DSHS.

DSHS' Plan required establishing an updated methodology on how to incorporate the complex nature of our organization into a Plan folded into eight categories for reporting purposes. DSHS' information was calculated by regions to allow for variation in Washington's demographics. DSHS has six administrations, and 19,000+ staff who are permanent, temporary, part-time, non-permanent, and consultants. To determine whether an affected group member was underutilized within a job group, the percentage of persons holding the same or similar job according to the 2000 Washington State Census must exceed the percentage currently employed by DSHS.

In response to the Plan's underutilization results, nineteen Objectives/Strategies and Action Steps were identified to support diverse recruitment, hire, promotion, and retention opportunities. In addition, each administration also created individual strategies to address their specific needs. These strategies are designed to put a structure around the affirmative action process agency-wide and are based upon data, measuring results, and monitoring progress.